2017 Renewal Frequently Asked Questions

Contact Information: By Phone (410-402-8556)
By Email: mdotboard.user@maryland.gov

Q. I renewed last year. Why do I have to renew again?

A. **As you may recall, the Board began implementation of biennial renewal last year. Expiration dates are now determined by the original Maryland licensure date of the renewal applicant. Licensees with an original licensure date of an odd year renewed for one year in 2016. This year, odd-year licensees are renewing for two years, resulting in an expiration date of June 30, 2017.**

Q. What are the important dates?

A. **Timely renewal is 5/1 – 5/31/2017. The grace period extends from 6/1 – 6/15. The late fee is applied from 6/16 – 6/30/17.**

Q. What are the biennial renewal fees?

A. **$290 for occupational therapists and $200 for occupational therapy assistants. $50 for an inactive license and $25 renewal late fee applicable from 6/16 – 6/30/17.**

Q. How many contact hours do I need for renewal?

A. **Maryland Continuing Competency Requirements are waived if, at the time of renewal, NBCOT certification is current. If your NBCOT certification is not current, you will need 12 hours completed from January 1, 2016 through the date of your renewal application. You will need 24 hours completed from July 1, 2017 through the date of your renewal application for the 2019 renewal cycle.**

Q. Do I need to renew if my status is inactive?

A. **If you wish to continue your inactive status, you will need to renew. The biennial fee is $50.**

Q. How do I renew online?

A. **Go to http://dhmh.maryland.gov/botp/. Click "Renew a License" under Popular Links from the Home Page.**

Q. Where can I find detailed renewal instructions?

A. **Go to http://dhmh.maryland.gov/botp/ Pages/renewal_revised.aspx. Click on the link in the second bullet entitled** Click here to download the instructions.

Q. Where can I find a hard copy of the renewal application?

A. **Go to dhmh.maryland.gov/botp/Pages/renewal_revised.aspx. Links are available in the middle of the page. Select "Download a paper copy…" link to download a paper renewal.**

Q. What is my username and password?

A. **You can use your username and password from the last renewal cycle. You will need to choose new ones if you cannot remember them. Click the Register button and enter your last name, press tab, and enter your 8-digit registration code. Click Search. Scroll down to the bottom of the next page and enter a username and password to be used on the Login page.**

Q. How do I find my registration code?

A. **The registration code was placed on the mailing label on the front of the renewal notice postcard. If you have misplaced your postcard, either call the Board Office at 410-402-8556, or email us at mdotboard.user@maryland.gov**

Q. Why can't I get to the Pay Fees page?

A. **Please make sure all of your previous pages have been completed. Look at the navigational menu on the left-hand side and make sure each page is checked off. If a page is not checked, go back to that page and complete it.**

Q. I have completed all the questions, but it still doesn't show up as completed. What is wrong?

A. **Please verify that all questions with a drop-down box have an answer.**

Q. I forgot to print a copy of my receipt. Can you send me a receipt?

A. **Please email a request for your payment receipt to mdotboard.user@maryland.gov.**

Q. When paying fees, I get an error message 202.

A. **This error refers to the expiration date of the credit card. Verify the correct expiration date.**

Q. When paying fees, I get an error message 101.

A. **An email address is needed in the billing detail on the checkout page.**

Q. I am not sure if my payment went through. What should I do?

A. **If you have the ability to sign into your credit card account, check your transaction history. Otherwise, call the Board office at 410-402-8556, or send an email to mdotboard.user@maryland.gov.**

Q. I am receiving an error message stating "payment could not be processed".

A. **Please contact the Board office by calling 410-402-8556, or send an email to mdotboard.user@maryland.gov.**

Q. I completed my renewal application, paid the fees and received a transaction receipt. When I check the verification site, my expiration date still reads 2017. What should I do?

A. **Please allow 72 hours for the Board office to process your application and fee. The Board will send you an email once your renewal has been approved. If you do not receive this email after 72 hours, you may contact the Board office at 410-402-8556 to check the status of your application. Please remember that the Board may need additional time to review those applications that have affirmative answers in the Character and Fitness section of the application.**

Q. Will I receive a license from the Board once my renewal is approved?

A. **The paper "blue and white" license issued in the past is no longer available. The Maryland Board of Occupational Therapy has "gone green" and is utilizing the current technology available to provide timely licensure status verification on-line. You may visit the Board's verification page, https://mdbot.mylicense.com/verification/**

The Board hopes that shifting to on-line verification will reduce opportunities for fraud as the technology allows for timely, accurate validation of licensure and disciplinary actions, if any. The paper system gave a false sense of good standing as it was only accurate on the day it was printed.

Q. How do I upload a document to the renewal application?

A. **Scan the document you wish to send the Board. Select "Choose File" and identify the scanned document to upload. Select "Upload Document" and use the drop down to describe the type of documentation you are sending. Your choices are Letter of Explanation, Medical Click Submit. If you do not have documentation to send to the Board, simply press "Submit" to mark the page as completed.**

Q. I do not want to use the online renewal application. How do I download a paper application?

A. **Visit the Board's website at http://dhmh.maryland.gov/botp/Pages/renewal_revised.aspx Select the link entitled "Download a paper Renewal Application (will not be available until 5/1/2016)" found under the Links section.**

Q. Once my renewal is approved, what is my expiration date?

A. **June 30, 2019.**

Q. What is difference between expired and inactive?

A. **Per the Code of Maryland Regulations, COMAR, 10.46.01, General Regulations, there are several options if you do not need an active license at this time.**

1. **Elective Non-Renewal (a.k.a. inactive) status ($50/biennial) which would require "Reactivation" of your license to become active again ($245); or,**
2. **Allow your license to expire ($0) which would require "Reinstatement" of your license to become active again ($450). So, the biggest difference is cost. The fee schedule may be found via COMAR, 10.46.05, Collection of Fees. Keep in mind that these are regulations/fees currently in place and are subject to change. If/when you choose to reactivate/reinstate your license, the requirements that are in place at that time will apply.**

You may find additional information and keep apprised of the regulations via the Board's website: www.dhmh.maryland.gov/botp

Q. What is the cost for reactivation and reinstatement?

A. **The fees are dependent on your original Maryland licensure issue year. If you were issued a license in an odd year and you are applying in an odd year, the fees are as follows for a 2-year license: Reactivation: $245   and   Reinstatement: $450**

If you were issued a license in an even year and you are applying in an odd year, the fees for a 1-year license are as follows: Reactivation: $123   and   Reinstatement: $225

Please call the Board office at 410-402-8556 to confirm the correct payment.